



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor /
Associate Management Auditor (12 Positions) **AMENDED** **Statewide**

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: November 18, 2005

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5841-XXX
051-640-4159-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by a Senior Management Auditor, learn and develop appropriate skills and procedures for performing management auditing methods by assisting in audit functions. Specific duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review all management auditing procedures, professional auditing techniques and all laws, rules and regulations governing audit practices.
- Review and analyze the accounts and records of entities. Verify that cash is accounted for and expenditures are made in accordance with federal and state regulations.
- Apply appropriate auditing methods to records or accounts of both public and private companies under the jurisdiction of the Office of the State Controller. Assist in determining if financial statements accurately reflect financial status.
- Apply proper audit documents with complete and concise language to be used to support findings. Develop appropriate recommendations for corrective actions based upon competent audit findings
- Travel to and from audit site.

DUTIES WILL COMMENSURATE WITH LEVEL HIRED



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



DESIRABLE QUALIFICATIONS:

Current and Valid Driver's License

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls